

Office of State Procurement
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

PROCUREMENT “IN A NUTSHELL”*

** The information provided herein is intended as an overview only. For specific application of procurement rules and policy to your agency’s procurement needs, please contact the Office of State Procurement.*

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The following information is meant to briefly familiarize new agency heads with State Procurement procedures and terminology.

Delegated Procurement Authority (DPA): All agencies have contracting and purchasing DPAs which allow them to procure goods and services without having to seek approval from the Office of State Procurement. For agency specific DPA information, contact Jonathan Walker, OSP.

Small Purchases: Are typically purchases under \$25,000 which are governed by the Governor’s Executive Order on Small Purchases. This order relaxes the strict competitive requirements of the Procurement Code. OSP is charged with applying the Executive Order through its policies and procedures. Small purchases under \$5000 are completed at the agency level without competitive bids or quotes. Agencies are encouraged to utilize the State’s Purchase Card (P-Card) for purchases of \$5000 and less. To understand P-Card use policy, contact Tammy Toups, State Travel.

State Contracts: OSP establishes statewide contracts for many supplies and services. It is always preferred that agencies try to utilize state contracts first before seeking quotes or bids. To access state contracts go to: <https://lagoverp.doa.louisiana.gov/iri/portal> (Procurement – Purchasing – eCat Contract Search).

Agency Initiated Purchases: Are typically single purchases of an item or items by an agency where the items are not covered by a state contract. Purchases exceeding an agency’s DPA are typically sent to OSP to place out on competitive bid.

Repairs/Construction: Repairs, including major repairs, are generally accomplished through the Office of State Procurement where the cost exceeds \$5,000, unless a special DPA has been granted. Repairs are referred to OSP’s “labor and materials” desk. Construction (generally defined as a project involving new construction, replacement or major renovation requiring an architect or an engineer), should be referred first to the Office of Facility Planning and Control (FPC). Contact FPC at 225-342-0820.

Major landscaping, all leases of facilities, the acquisition of lands, buildings, and equipment: Including acquisition of other permanent properties, asbestos abatement and any consulting services required to accomplish these projects should be referred to FPC.

Professional, Personal, Consulting and Social Services Contracts: Are reviewed by OSP to ensure regulatory compliance. Professional and Personal contracts are not competitively bid, but require price and quality comparison by agency heads. Consulting contracts exceeding \$50,000 per 12 month period and most Social Services contracts exceeding \$250,000 per 12 month period require a competitive Request for Proposals (RFP) solicitation process. OSP assists with RFP development and approval, as well as, approval of the final contract entered into by the agency. Contact Pamela Rice, OSP.

Purchase of Software, Software Maintenance and Hardware Maintenance: Agencies have been granted advanced approval for the purchase of software, software maintenance and hardware maintenance up to \$100,000.00 non-competitively. Any procurement that exceeds \$100,000.00 for software, software maintenance and hardware maintenance must be sent through OSP for approval.

Contracts for IT, Data Processing, Telecommunications and Complex Services: All procurements for IT, IT services and hardware that exceed an agency's DPA, as well as any contract for complex services (operating services where high technology or highly specialized skills are required), must be sent to OSP for approval. These services are typically established through the bid or the RFP process with oversight from OSP. Most contracts for IT, Data Processing and Telecommunications must also be entered into under the direction of the Office of Technology Services (OTS). Agencies should contact their specific OTS Agency Relationship Manager (ARM) and OTS.Procurement@la.gov to initiate this process.

Emergency Procurements: Situations that arise and endanger employees, clients, the public and/or property may require an emergency procurement outside of the regular procurement methods. OSP should be contacted as soon as is practicable to review and approve an emergency procurement. Contact: OSP at 225-342-8010.

Sole Source Procurement: Is a non-competitive procurement used in rare circumstances where a supply or service is only available from a single source. OSP approval must be obtained for a sole source procurement to occur.

Proprietary Procurements: If the required product is manufactured by a single supplier but is available through multiple distributors, it is not a sole source purchase. It is a proprietary purchase that requires competition.

ProAct and LaGov: ProAct is OSP's tracking system and is used by agencies to submit procurement requests to OSP when OSP assistance or approval is required. LaGov is the State's official system used to document/register all procurements by State agencies. Contact Tom Ketterer, OSP.

Protests: A protest (including a contract dispute) is a formal complaint by a vendor regarding the solicitation process. The OSP Director initially handles all protests (and any subsequent contract controversies) that are brought to an agency's attention. Typically, a contract award or purchase will not occur until the protest is resolved. Contact Karen Loftin, OSP.

Act 87 Reporting Requirements: Act 87 of the 2015 Regular Legislative Session requires that all Executive Branch Agencies, including institutions of higher education which have not adopted their own procurement code, to report all Professional, Personal, Consulting and Social Services contracts entered into on a monthly basis to OSP, regardless of any DPA granted through OSP or any other autonomies granted by the Legislature. Contact: Jonathan Walker, OSP.

Ongoing Support: An agency may request assistance and OSP will be available to meet with agency staff to provide training and support as needed. Contact: Paula Tregre, OSP.

OSP Website: <http://www.doa.la.gov/pages/osp/Index.aspx>

OSP Contacts:

- Paula Tregre, Interim Director (all matters)
Paula.Tregre@la.gov
- Felicia Sonnier, Assistant Director (IT, Complex Services and Statewide Cooperative Contracts)
Felicia.Sonnier@la.gov
- Pam Rice, Assistant Director (Professional, Personal, Consulting and Social Services Contracts; Request for Proposals solicitations)
Pamela.Rice@la.gov
- Tom Ketterer, Assistant Director (Training, Statewide Contracts, Competitive Bids and Agency Relations)
Tom.Ketterer@la.gov
- Karen Loftin, Assistant Director (Vendor Relations and Legal Affairs)
Karen.Loftin3@la.gov
- Jonathan Walker, Chief Analytics Officer (Agency DPAs and Reporting)
Jonathan.Walker@la.gov
- Tammy Toups, Assistant Director, State Travel (State Travel and Purchase Cards)
Tammy.Toups@la.gov

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